

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING MINUTES**

COMMITTEE: Public Awareness

RECORDER: Elissa Provance

DATE: September 26, 2002

COMMITTEE MEMBERS

PRESENT: Elaine Fogel Schneider, Hedy Hansen, Zelna Banks, Shirley Stihler, Cynthia Jaynes, Kathleen Colvin, Nenita Herrera-Sioco, and Janet Canning

STAFF: Elissa Provance

DDS LIAISONS: Pat Hastings

ABSENT: Stephanie Pringle Fox and Christina Johnson

GUESTS: Tom McCool

SUMMARY OF IMPORTANT POINTS AND ACTIONS CONSIDERED

I. Introductions and Opening Comments:

Introductions were made by committee members. New ICC member, Tom McCool, joined the committee as a visitor and potential committee member. He provided the committee with some of his professional background, which includes five years on the MIND Institute Board of Advisors and has worked with the State Council on Developmental Disabilities on quality development issues.

II. Agenda Review

The agenda was reviewed with the addition of preparing questions for Ken Freedlander, DDS, regarding his presentation to the Committee-of-the-Whole about the State monitoring activities.

III. Review and Approval of Minutes

Motion to approve July 25 minutes was made by Shirley Stihler, seconded by Zelna Banks.

IV. Committee Tasks and Activities

A. Follow-Up Action Items

- **Early Start Child Find and Public Awareness**

Pat Hastings distributed an updated matrix of Early Start products and activities based on committee input from the last meeting. This matrix will be used as a reference document for evaluation purposes.

- **New Jersey's First Step Kit**

Zelna Banks prepared an information sheet that reflected committee comments and feedback regarding New Jersey's First Step Kit presented by MaryLu Hickman, DDS, during an earlier ICC meeting. It was also suggested that this be a discussion item with the Health Systems Committee.

ACTION: Committee members will review information sheet and add additional comments and feedback where necessary.

- **Referral Brochure**

Pat Hastings distributed a revised version of the referral brochure based on feedback from the July meeting. The purpose of the brochure was reviewed, i.e., a generic outreach tool for foster care providers, child care providers, CPS workers, and other populations with little knowledge about Early Start. Additional feedback was provided, including switching the logo from the back to the front, text changes to the inside panels to reflect the special needs population, and changes to the bulleted items concerning specific Early Start services. Changes were also suggested for the fold panel to make it more family friendly. Suggestions to add a developmental checklist were also made.

Pat Hastings is preparing a decision paper for DDS administrative review regarding distribution of this brochure.

ACTION: Elissa will input new text and prepare a revised brochure for the November meeting. Pat Hastings will provide samples of developmental checklists for the committee to review.

- **Newcomer Flyer**

Discussion about the purpose of the Newcomer Flyer took place, e.g., it could be used by FRCs to announce ICC meetings or it could be used as a grass roots effort to recruit parents. Suggested changes to the text to tighten it and graphics (something more family friendly) were provided.

ACTION: Pat Hastings will input suggested changes. Elaine will contact Stephanie Pringle Fox to make sure she can serve as the

Northern California contact person. If she is unable, Kathleen Colvin volunteered to do this.

• Procedures for Recruiting, Mentoring and Sustaining ICC Members

Pat Hastings distributed information previously provided by Nenita Herrera-Sioco regarding the National ICC Parent Leadership Support Project on supporting parent involvement. This information included a variety of strategies for supporting, sustaining, and maintaining parent members. In addition, Pat Hastings distributed the Newcomer Orientation Procedures previously developed by PAC.

A “buddy” system for mentoring new ICC members was discussed where ICC members could volunteer to spend time with the new ICC members in an informal manner, e.g., an invitation to breakfast or dinner. New members could have a small sticker on their badge to identify themselves.

ACTION: Elaine will generate a list of volunteers from each ICC committee and Pat Hastings will add mentoring procedures for committee review at the next meeting.

• Physician’s Outreach with Health Systems Committee

A joint meeting was held with PAC and the Health Systems Committee regarding outreach to physicians. Dr. Peter Michael Miller presented a draft “white paper” on physician outreach. An open discussion by all committee members regarding the challenges of outreach to this group was held. Issues discussed included training, educating physicians about the value of Early Start and the best vehicles to do that, the potential role of a county liaison, the relationship between service coordinators and physicians, medical home, follow-up for physicians after referrals are made, the role of medical schools, and looking at long-term versus short-term benefits of early intervention.

ACTION: PAC will look at the effectiveness of what is currently available regarding physician outreach and discuss the questions raised during this joint committee session.

V. Department Reports

Deferred due to joint meeting with the Health Systems Committee.

VI. Other:

No other business.

VII. Proposed Agenda Items for September 2002

1. Follow-Up on July Action Items
2. DHS Presentation on Their Outreach Efforts
3. Follow-Up Discussion on September Joint Meeting with HSC
4. Procedures for Recruiting, Mentoring, and Sustaining ICC Members
5. Finalize Newcomer Flyer
6. Referral Brochure
7. Prepare Follow-Up Questions Regarding State Monitoring Activities

VIII. Meeting Adjourned